
FAS USER MANUAL..... 1

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FAS USER MANUAL

DATA ELEMENTS, ACRONYMS, AND DEFINITIONS

INTRODUCTION

This document provides you with definitions of FAS data elements. Data elements entered on a record can be seen on the Property File. Notice that elements can be either numeric (digits) or alphabetic (characters), and can be either required or optional.

The follow elements are arranged in alphabetical order.

| DATA ELEMENT | DEFINITIONS |
|--|---|
| ADT AMT - ACQUISITION DISPOSITION TRANSFER AMOUNT | Fourteen-digit transaction amount. The amount does <u>not</u> allow commas or dollar signs. A decimal may be used to indicate 'cents'. For example, enter 5521.45 to represent \$5,521.45. This is a <u>required</u> element on FAS financial transactions. |
| ADT DATE - ACQUISITION DISPOSITION TRANSFER DATE | Eight-digit element necessary for any transaction. ADT dates on extracted records from STARS indicate the effective date on the transaction in STARS. However, if records are not processed out of the hold file within the same month as the STARS transactions, this date will have to be updated by data entry personnel to the <u>current month</u> *. This is a <u>required</u> element that has to be in the current month before the transaction can be released to process in FAS. The date format is MMDDYYYY. * Current month for the ADT date is any date from the first of the current month to the first three working days into the next month. This date works under the same conditions as the effective date in STARS. |
| ACQ MTH - ACQUISITION METHOD | One-character element that serves to identify the way the asset is acquired. Acquisition method is a <u>required</u> State defined element that is maintained in FD14. |

| DATA ELEMENT | DEFINITIONS |
|---|---|
| AGY - AGENCY | FAS uses the same Agency Code (three digits) that is used in STARS. For instance, the State Police (Agency 330), or the Department of Fish and Game (Agency 260) will also be the same agencies in FAS. |
| AGY DEPR - AGENCY DEPRECIATION | Fourteen-digit amount for the agency depreciation of the asset. This field cannot be updated on acquisition transactions. |
| AGY MTH - AGENCY METHOD | One-digit element to indicate the depreciation method chosen by the agency to calculate depreciation. The three elements/methods available are: 1 - Straight-line 2 - Double-declining balance 3 - Sum-of-the-year's digits This is a <u>required</u> element; however, the element should be updated automatically by the setup on the Organization Control Table 25 for your agency. |
| AGY SFX - AGENCY SUFFIX | Two digit "next level" element of the agency number. Agency suffix is an <u>optional</u> , agency-defined element that is maintained in FAS Descriptor Table 01. |
| CAP IND - CAPITALIZATION INDICATOR | One-character <u>required</u> element used to identify if the asset is a Statewide Capitalized Asset (S), Agency Capitalized (A), or an Inventoried Asset (I). Only Statewide Capitalized assets are reported in the States Financial Statements. |
| CLS CD - CLASS CODE | Four-digit element to classify the specific type of asset, e.g., trucks, desks, computer hardware, etc. Class code is a <u>required</u> State-defined element that is maintained in FD02. |
| CLS SFX - CLASS CODE SUFFIX | Three-digit element that serves to classify the specific type of asset at a level lower than the Statewide class code level. Class code suffix is an <u>optional</u> Agency defined element that is maintained in FD03. |
| COMMENT - COMMENTS | Thirty-character <u>optional</u> element used for additional information. For example, you may wish to comment that an asset was acquired by a transfer from another agency. |
| COMP NO - COMPONENT NUMBER | Two-character extension of the property number. The Component number enables the component to act as one unit. For example, a personal computer system could share the same property number and each piece of the system (monitor, CPU, and keyboard) would have its own component number. Component number is a <u>required</u> element and is usually 00 (zero, zero). |

| DATA ELEMENT | DEFINITIONS |
|--|---|
| COND CD - CONDITION CODE | One-character element to identify the condition of the asset. Condition code is a <u>required</u> State-defined element that is maintained in FD05. |
| CURR DOC - CURRENT DOCUMENT | Eight-character <u>required</u> element from STARS. This number provides a way to trace transactions back to STARS. This element is also part of the key that determines how transactions are generated to STARS. Transactions to STARS are “rolled” together based upon common criteria of TC (transaction code), GL (general ledger), BU (budget unit), and current document. Therefore, if you want to track the file postings into STARS for a particular process, make sure the current document is unique. |
| DEPR DT - DEPRECIATION DATE | Eight-digit date used to identify the last date depreciation was posted for the asset. The format is MMDDYYYY. |
| DESC - DESCRIPTION | Forty-character element to provide a short narrative that explains the description of the asset. A good description is essential when trying to locate assets during physical inventory. On extracted records from STARS, the invoice description entered in STARS will be in the description field. This is an <u>optional</u> field on FAS transactions and can be changed in data entry, or on the property file. |
| DISP MTH - DISPOSITION METHOD | One-character element used to identify how an asset was disposed, e.g., ‘S’ for sold. Disposition method is a <u>required</u> State-defined element on disposition transactions. The elements are maintained in FD22. |
| DISP % - DISPOSITION PERCENTAGE | Three-digit <u>required</u> element used for disposition transactions. For partial disposition transactions, the value must be less than 100. For complete dispositions, the value is entered as 100 to indicate 100% disposed. This will <u>not allow</u> for decimals of a percent, e.g., 10.5(%). |
| FAS TC - FAS TRANSACTION CODE | Three-character element used to identify individual accounting events. Transaction codes and the corresponding entries in the FAS Transaction Code Decision Table determine how accounting events are recorded in the FAS Property File. The FAS TC is a <u>required</u> field that is maintained on FAS Table 31 (S031). |
| INSRV DT - IN-SERVICE DATE | Eight-digit <u>required</u> element for when the asset is put into service, available for use, or the date that depreciation calculations should begin. This is in the format of MMDDYYYY. |

| DATA ELEMENT | DEFINITIONS |
|--|--|
| INS IND - INSURANCE INDICATOR | One-character element that serves to classify the specific type of insurance that covers the asset. Insurance indicator is a <u>required</u> State-defined element that is maintained in FD04. <ul style="list-style-type: none"> NOTE: This field is key to generating Risk Management Reports. |
| INVNTY - INVENTORY DATE | Eight-digit date used to identify the last date physical inventory was performed for the asset. The format is MMDDYYYY. |
| LICENSE - LICENSE NUMBER | Ten-character <u>optional</u> element used at the will of the agency. Generally used for a motor vehicle license number. |
| LOCAT 1 - LOCATION 1 | Five-character element identifying the geographical location of an asset. Location 1 is a <u>required</u> element maintained on FAS Table 38 for statewide use, and on FD19 for agency specific use. This element helps prepare risk management insurance information relating to buildings and contents. The State Controller's Office (SCO) Bureau of Systems Administration assigns and maintains location 1 numbers on Table 38 - FAS LOCATION1 TABLE. Table 38 also contains the data elements to define the real property. For example, some of the elements include: COUNTY: BLOCK: SUBDIV : PARCEL: TRACT: EASEMNT: LOT NO: INSTR: CONS CD: |
| LOCAT2 - LOCATION 2 | Twenty-character, table-driven element used to identify additional location information. For example, where location 1 is the building location, location 2 would be a room number. This is an <u>optional</u> Agency-defined element maintained by the agency on the FD24. |
| MFR - MANUFACTURER | Three-character element that serves to identify the manufacturer of personal property assets. A <u>required</u> field when the class code represents a vehicle. Otherwise, it is an <u>optional</u> agency-defined element that is maintained on FD13. |
| MODEL YR - MODEL YEAR | Four-digit element to designate the year the asset was manufactured. A <u>required</u> field when the class code represents a vehicle. Otherwise, it is an <u>optional</u> element with an YYYY format. |

| DATA ELEMENT | DEFINITIONS |
|---|---|
| ODOMETER - ODOMETER READING | Seven-digit <u>optional</u> element available to record a vehicle's odometer reading. This element can be updated in data entry or on the property file. |
| OWNRSH - OWNERSHIP | One-character element used to determine if an asset is capitalized, and/or reportable on the Statewide Financial Statements. Ownership code is used as an edit on the Capitalization Indicator to identify if the asset is reportable, or not reportable. Assets with an ownership code that is <u>not</u> reportable will <u>not allow</u> a Capitalization Indicator of 'S' (statewide capitalized). Only Statewide Capitalized assets are reported on the States financials. Ownership is a <u>required</u> State-defined element that is maintained on FD23. |
| PROP NO - PROPERTY NUMBER | Ten-character element that is normally the tag number issued by the State and assigned by the agency for asset identification. Property numbers for land or buildings are usually an abbreviated form of the property name. Property number is a <u>required</u> field. |
| PO NO - PURCHASE ORDER NUMBER | Ten-character <u>optional</u> data element on the property file. The purchase order entered on a STARS transaction will extract to the hold file. This element can be updated in data entry, or on the property file. |
| REF PROP - REFERENCE PROPERTY NUMBER | Ten-character element that is normally the tag number issued by the State and assigned by the agency. It is entered in STARS and passed to the FAS Hold File. Reference property number is a <u>required</u> field for transactions processed through STARS and all system generated transactions. Reference property number is a critical element when processing multiple-asset records. This number is also called the ' <i>parent</i> ,' or ' <i>trailer</i> ' record. It is <u>not allowed</u> on transactions directly input in FAS. |
| RPLC AMT - REPLACEMENT AMOUNT | Fourteen-digit estimated amount for the replacement of the asset. This is a <u>required</u> element used for insurance purposes and may be re-valued each year by Risk Managements recommendations. The amount does not allow commas or dollar signs. A decimal may be used to indicate cents. For example, enter 5521.45 to represent \$5,521.45. <ul style="list-style-type: none"> NOTE: This value can be updated in 'mass' using the FAS 37 Screen – Replacement Value Adjustments. |

| DATA ELEMENT | DEFINITIONS |
|--|---|
| FIRST - RESPONSIBLE FIRST NAME | Ten-character <u>optional</u> element used to track inventory responsibility by providing an association to a responsible last name. |
| LAST NM - RESPONSIBLE LAST NAME | Twenty-character, table-driven element used to track inventory responsibility. This is an <u>optional</u> element that is maintained by the agency on the FD20. |
| MID INIT - RESPONSIBLE MIDDLE INITIAL | One-character element used to track inventory responsibility by providing an association with responsible last name and responsible first name. This is an <u>optional</u> element. |
| RSK MG - RISK MANAGEMENT | Four-character element for data downloads to Risk Management. You have the option of entering the default code <i>1000</i> or you may choose to set up cost center codes for your insurance billing process. Risk management code is a <u>required</u> Agency-defined element that is maintained on FD21. |
| SAL VAL - SALVAGE VALUE | Fourteen-digit estimated amount for the salvage value of the asset. This is an <u>optional</u> element. Salvage value is used in depreciation calculations. The assets book value will never fall below the salvage amount entered. The amount does not allow commas or dollar signs. A decimal may be used to indicate cents. For example, enter 5521.45 to represent \$5,521.45. |
| SEQ NO - SEQUENCE NUMBER | Four-digit element used as an extension to the property and component number when an asset record is added to the hold file. Extracted records from STARS are automatically assigned a sequence number. Records added directly into FAS <u>require</u> a sequence number to be entered manually, usually 0001. |
| SERIAL - SERIAL NUMBER | Twenty-character element used to record the manufacturer's assigned serial number or vehicle identification number (VIN). FAS online inquires support searches by serial number. Serial number is a <u>required</u> element when the class code represents a vehicle. Otherwise it is <u>optional</u> . |
| ST DEPR - STATE DEPRECIATION | Fourteen-digit amount for the state depreciation of the asset. This field cannot be updated on acquisition transactions. |

| DATA ELEMENT | DEFINITIONS | | | | | | |
|---|--|-------------------------------|-------------|-----------------------------------|-------------|---|-------------|
| ST MTH - STATE METHOD | One-character element indicating the Statewide depreciation method. The statewide depreciation method indicator is '1'. The '1' represents straight-line depreciation. This is a <u>required</u> element that will normally be entered by the system automatically upon saving a record. | | | | | | |
| STAT - STATUS | One-character element used to specify if the asset is 'idle', 'in-use,' 'stored,' 'lost,' or 'disposed'. Status is a <u>required</u> State-defined element that is maintained in FD06. | | | | | | |
| U LIFE - USEFUL LIFE | <p>Three-digit element used in the calculation of depreciation. It is an estimate of the number of years that an asset is expected to last. FAS automatically calculates the useful life for all assets based on their class code, but this life may be overridden at your agency's discretion. Useful life is a <u>required</u> field. Default values are maintained on table FD02. You can override the defaults as long as the life falls within the following ranges:</p> <table> <tr> <td>Buildings and Improvements to</td><td>03-50 years</td></tr> <tr> <td>Buildings Improvements Other Than</td><td>05-50 years</td></tr> <tr> <td>Buildings Machinery, Equipment, & Other</td><td>03-40 years</td></tr> </table> | Buildings and Improvements to | 03-50 years | Buildings Improvements Other Than | 05-50 years | Buildings Machinery, Equipment, & Other | 03-40 years |
| Buildings and Improvements to | 03-50 years | | | | | | |
| Buildings Improvements Other Than | 05-50 years | | | | | | |
| Buildings Machinery, Equipment, & Other | 03-40 years | | | | | | |